



County of Los Angeles **CHIEF ADMINISTRATIVE OFFICE**

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DAVID E. JANSSEN
Chief Administrative Officer

August 7, 2006

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

To: Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

From: David E. Janssen
Chief Administrative Officer

FIREFIGHTER CANCER SUPPORT NETWORK

On July 11, 2006 the Board approved a motion by Mayor Michael D. Antonovich and Supervisor Don Knabe requesting that my office develop a mechanism for County employees to donate through payroll deduction to the Firefighter Cancer Support Network (FCSN). The FCSN is a 501 (c) (3) charitable organization that provides Fire Department personnel and their families with support and comfort as they deal with the devastating effects of cancer.

My office oversees the County's charitable giving program, which is a partnership with five fund distribution agencies: United Way, Brotherhood Crusade, Asian Pacific Community Fund, Earth Share of California and the United Latino Fund. The annual campaign, which emphasizes payroll deduction, takes place from August to December.

However, County employees may sign up for payroll deduction at any time during the year. To ensure that their contributions go to the Firefighter Cancer Support Network, employees need only fill out a "direct designation" form. The fund distribution agency will send the contribution directly to FCSN. Payroll deduction and direct designation forms may be obtained from the CAO Office of Workplace Programs. Please refer to the attachments.

This process is currently available and promoted to all County employees through the annual charitable giving campaign, departmental bulletin boards and the bi-monthly "Workplace Connection" newsletter.

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If you have any questions regarding the payroll deduction and direct designation process, please feel free to contact me, or your staff may contact Victoria Pipkin-Lane of this office at (213) 974-2495.

DEJ:GK
VPL:dd

Attachments

c: Executive Officer, Board of Supervisors
Auditor Controller